



**St. Brigid Catholic School Council  
MINUTES**

**Date:** Tuesday, February 5, 2019

**Attendees:** Christa Charrette - *Co-Chair*, Laura Druar - *Secretary*, Matthew Aubrey - *Treasurer*, Sarah Andrade - *Parent Rep*, Nicola Gawaziuk - *Parent Rep*, Tasha Godfrey - *Parent Rep*, Sandra Ludwig - *Parent Rep*, Ashley Neves - *Parent Rep*, Theresa St. Peter - *Pastoral Council Rep*, Michelle LeDuc - *Staff Rep*, Cathy Kuntz - *Principal*

**Regrets:** Jennifer Emery - *Co-Chair*, Michelle Dawtrey - *Parent Rep*, Pam Hall - *Parent Rep*, Cheryl Janes - *Parent Rep*, Stephanie Pottruff - *Parent Rep*, Goretti Seton - *Parent Rep*, Lisa Vermet - *Parent Rep*, Anita Janssen - *Staff Rep*

| <b>Item No.</b> | <b>Item</b>   | <b>Person Responsible</b> |
|-----------------|---|---------------------------|
| 1               | <b>Opening Prayer</b> <ul style="list-style-type: none"> <li>Prayer led by Theresa St. Peter.</li> </ul>  | Theresa St. Peter         |
| 2               | <b>Approval of Minutes from January 8, 2019</b> <ul style="list-style-type: none"> <li>Minutes approved by Nicola Gawaziuk and seconded by Tasha Godfrey.</li> </ul>  | Christa Charrette         |
| 3               | <b>Principal's Update</b><br><br><b>Highlights Since Last Meeting</b> <ul style="list-style-type: none"> <li>The Gr. 8's enjoyed their recent experience at Mount Mary; Fr. Larry came to celebrate Mass at Mount Mary on January 23, 2019; 6 staff members attended the dinner in support of our Gr. 8 students.</li> <li>St. Brigid celebrated our school Feast Day Mass on February 4, 2019; thanks to Mrs. Correia and Mrs. Kapelke's classes for their leadership.</li> <li>St. Brigid has been fortunate to participate in a Rural Schools Innovation Technology grant; 2 Innovation Days have provided students (K to 8) with the opportunity to explore Spheros, green screen animation with Stickbots, etc.; the school is also now a proud owner of a 3D printer thanks to this grant.</li> </ul> | Cathy Kuntz               |

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|          | <ul style="list-style-type: none"> <li>● St. Brigid is signed up for Skills Challenge (formally Skills Canada) for Junior and Intermediate coding, LEGO Robotics, 3D Printing, LEGO Mechanics, and Design and Technology.</li> </ul> <p><b>Follow-up Items from Previous Meeting</b></p> <ul style="list-style-type: none"> <li>● The red/white altar cloths with embroidery are underway.</li> </ul> <p><b>Upcoming School Events</b></p> <ul style="list-style-type: none"> <li>● February 5, 2019 - Pre-Registration Day.</li> <li>● February 6, 2019 - Winter Walk Day.</li> <li>● February 11, 2019 - Pastoral Plan Launch - open invitation for all to attend; begins at 4:00 pm with Mass.</li> <li>● February 14, 2019 - Valentine's Cake Walk; Term 1 Report Cards and Term 2 IEPs will be sent home.</li> <li>● February 18, 2019 - Family Day/No School.</li> <li>● February 19, 2019 - Boys' Basketball at Monsignor Doyle.</li> <li>● February 20, 2019 - First Reconciliation.</li> <li>● February 25, 2019 - Girls' Volleyball at Monsignor Doyle.</li> <li>● February 27 (Junior) and February 28 (Intermediate), 2019 - Skills Challenge at Conestoga College.</li> <li>● March 1, 2019 - Lenten Confessions.</li> <li>● March 5, 2019 - Shrove Tuesday Pancake breakfast; gladly accepting parent volunteers to support this school-wide initiative.</li> <li>● March 6, 2019 @ 12:30 pm - Ash Wednesday celebration.</li> <li>● March 11-15, 2019 - March Break.</li> <li>● March 20, 2019 - SK Grad, Gr. 8 and sibling photos.</li> </ul> |                    |
| 4        | <p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>● Matthew Aubrey reviewed "St. Brigid SGF Financial Information As of Feb 1, 2019" (see handout).</li> <li>● Highlights include: Account Funds = \$5,903.48 with \$2,100.00 in Council Approved Recurring Expenses and \$1,800.00 in Council Approved Expenses - Pending, for a balance of \$2,003.48 in <i>Available Local Council Funds</i>, in addition to the <i>Foundation Account</i> = \$5,222.14, and <i>Play Structure</i> = \$903.05 for a combined balance of \$8,128.67 as of Feb 1, 2019.</li> <li>● \$100.00 for the Catholic Charities lottery has been processed.</li> <li>● The \$1,000.00 PRO Grant has been received since the last meeting.</li> </ul>  | Matthew Aubrey     |
| 5        | <p><b>PRO Grant Update - Carousel of Family Learning</b></p> <ul style="list-style-type: none"> <li>● Sandra Ludwig has confirmed Jill from Dundee Doodle is available in April again; her art activity station was very popular last year and we had great feedback about it; this year, Jill has proposed a water colour that incorporates a child's handprint in the design; parents/guardians would work with their child(ren) to create their artwork, but not do one themselves; quote is \$300.00</li> </ul>   | Cathy Kuntz        |

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|          | <p>(compared to \$225.00 last year) due to higher material costs.</p> <ul style="list-style-type: none"> <li>● Via email, Lisa Vermet had suggested Janice Ainsworth from Ayr who teaches Pound classes as a possibility for the physical activity, but it is unclear if she was contacted; Nicola Gawaziuk to follow up with Lisa Vermet.</li> <li>● Sandra Ludwig mentioned a Dance Fit type contact and will follow up with some information as another possibility; in the post-event surveys that we received last year, a dance along concept was proposed as another form of physical activity that might be fun to try.</li> <li>● Cathy Kuntz and School Council also discussed “Just Dance” sessions, which students are familiar with from gym class; this idea could be a low cost back up plan.</li> <li>● DrumFit was popular last year, but took up over half the PRO Grant at \$647.26, so it is preferred to try something else this year.</li> <li>● The activity idea for the Learning Commons space will be STEM themed, and Cathy Kuntz and the school team will lead this concept; ideas and formatting are still being considered, but we can access Spheros and green screen animation with Stickbots, etc from WCDSB Library Services.</li> <li>● Last year, all families who attended had their family name entered into a draw to win one of 3 activity-themed prizes; the prizes were also used as a small incentive to encourage attendance.</li> <li>● Cathy Kuntz has been approached by a new community member interested in donating a photography related prize if the need arises; this offer would align nicely with our event as an art themed prize; Cathy Kuntz to follow up with this contact.</li> <li>● Post-meeting, Christa Charrette confirmed that Ayr Financial Services will donate a STEM themed prize and Laura Druar confirmed that ND Sports Camp will donate a physical activity themed prize, which completes all prize donation needs for this event.</li> <li>● Laura Druar has volunteered to prepare the prize ballots for each attending family, along with the RSVP poster, and compiling the RSVPs into 3 groups for the activity rotation.</li> <li>● Communication to families will be done through paper invites in student agendas, along with a NewsWire communication.</li> <li>● Laura Druar mentioned that last year all School Council members were asked to personally invite 5 St. Brigid families that they knew well to the event in an effort to encourage attendance; it would be great if all School Council members can do the same this year once the initial event communication is sent out.</li> <li>● Tentatively, Tuesday, April 9, 2019 has been selected as the date for the Carousel of Family Learning event, which is earlier than last year in order to avoid Holy Week.</li> </ul> |                    |

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|          | <ul style="list-style-type: none"> <li>● Cathy Kuntz to check/book the Community Use booking ASAP for gym availability on Tuesday, April 9, 2019.</li> <li>● Nicola Gawaziuk volunteered to take the lead on the snack preparations.</li> <li>● Nicola Gawaziuk, Laura Druar, Sandra Ludwig and Cathy Kuntz will continue to plan for this event as a small group; stay tuned for further communications.</li> </ul>   |                    |
| 6        | <p><b>Muffins for Moms/Donuts for Dads - PIC Grant Update</b></p> <ul style="list-style-type: none"> <li>● Cathy Kuntz has proposed the Tuesday morning prior to Mother's Day and Father's Day for these events; this timing allows us to work around Community Use bookings; Monday evenings are not currently booked, which allows for some setup after school without interrupting/cancelling community groups.</li> <li>● Cathy Kuntz to check/book the Community Use booking ASAP for Monday, May 6, 2019 for day before set up requirements for Muffins for Moms to be held on Tuesday, May 7, 2019; also, to check/book Monday, June 10, 2019 for Donuts for Dads to be held on Tuesday, June 11, 2019.</li> <li>● The Muffins for Moms date falls in Education Week and often parents are invited into classrooms at some point during this week.</li> <li>● Cathy Kuntz to revise previous invitations and manage the distribution through Student Agendas and NewsWire communication.</li> <li>● Parent volunteers are needed to assist with gym setup, purchasing of food, coffee, juice, etc.</li> <li>● Previously, Cathy Kuntz ordered the big container of Tim Horton's coffee, frozen juice concentrate was used (St. Brigid owns a big juice container), and Laura Druar brought a water dispenser from her house; muffins were purchased from Walmart and donuts from Tim Horton's; everything was pre-ordered.</li> <li>● Some gluten-free options will be needed this year.</li> <li>● Families will be asked to RSVP and bring their own mugs/cups.</li> <li>● Nicola Gawaziuk and Tasha Godfrey offered to help with some of the food purchasing/pricing research.</li> <li>● Ashley Neves, Sandra Ludwig, Michelle LeDuc and/or Laura Druar may be able to help the morning of Muffins for Moms on Tuesday, May 7, 2019.</li> </ul> | Cathy Kuntz        |
| 7        | <p><b>Pillars BBQ Prize Update</b></p> <ul style="list-style-type: none"> <li>● Cathy Kuntz has confirmed that Pillars provides the sausages only (288) and the prize must be claimed during this school year.</li> <li>● St. Brigid would be responsible for doing the cooking and supplementing the buns, condiments.</li> <li>● Cathy Kuntz will take the discussion back to Staff; one idea is to cook the sausages during Mission Fun Day, which may be during</li> </ul>   | Cathy Kuntz        |

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|          | <p>Education Week.</p> <ul style="list-style-type: none"> <li>● Laura Druar said her husband could volunteer to BBQ and provide a BBQ, and may have a contact for bun and condiments.</li> <li>● To be further discussed at the next meeting after Cathy Kuntz connects with Staff.</li> </ul>  |                    |
| 8        | <p><b>Kindergarten Gated Area - Details and Funds Discussion</b></p> <ul style="list-style-type: none"> <li>● Since the last School Council meeting, St. Brigid has been in consultation with other sites, including Emmanuel at Brighton Child Care, Waterloo, New Dundee Public School, Rockway Public School, Holy Spirit CES, Moffat Creek.</li> <li>● We do not have a large space in the gated area, but would like to ensure space for gross motor play, fine motor, creative activities, as well as a bench and shade.</li> <li>● There are a number of options for utilizing the space and Cathy Kuntz said she would like to have something in place by September 2019.</li> <li>● At Holy Spirit, parents took the lead in pursuing a Landscape Architect and grant applications; they applied to Cambridge North Dumfries Foundation, Rotary Club, Region of Waterloo Environmental Fund, TD Friends of the Environment, GRCA, and Your Neighbourhood Credit Union.</li> <li>● Applications are now being accepted for grants for schoolyard and community environmental projects offered by the Grand River Conservation Authority and the Grand River Conservation Foundation; deadline for applications is February 28, 2019; grants will be distributed in the spring to schools and in the fall to community groups; Elementary schools in the Grand River watershed can get up to \$750.00 to pay for natural elements, such as trees, shrubs, seeds, and plants for a schoolyard naturalization project; details and an application form are available on the GRCF website at <a href="http://www.grcf.ca">www.grcf.ca</a>.</li> <li>● Cathy Kuntz is waiting to hear back from WCDSB Health and Safety regarding rules/requirements for building, securing and implementing new things into outdoor spaces.</li> <li>● According to APH016 (Play Structures), School Council is responsible for the first \$1,000.00 of any vandalism, but Cathy Kuntz said this responsibility is related to Creative Structures, and it is still unclear about vandalism in the gated Kindergarten area.</li> </ul> | Cathy Kuntz        |
| 9        | <p><b>New WCDSB MYSP 2018/2022</b></p> <ul style="list-style-type: none"> <li>● The new 2018-2021 WCDSB Multi-Year Strategic Plan was presented to the Board of Trustees on January 14, 2019.</li> <li>● The work of developing this Strategic Plan commenced in the spring of 2018.</li> <li>● This plan is an extension of the 2015-2018 plan and finds its</li> </ul>  | Cathy Kuntz        |

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|          | <p>roots in that work; the Strategic Priorities have remained core to this document, but the two Strategic Directions for each priority and the corresponding goals represent new work and visioning.</p> <ul style="list-style-type: none"> <li>● Cathy Kuntz handed out a Strategic Plan brochure to School Council members.</li> </ul>   |                    |
| 10       | <p><b>School Yearbook</b></p> <ul style="list-style-type: none"> <li>● Cathy Kuntz is looking for a parent volunteer to take on the St. Brigid School yearbook project this year as there is not a staff member available to manage this initiative.</li> <li>● Lifetouch was used last year, and the process is very much a design project; determining the most efficient way to share photos is key as there were some challenges with photo sharing last year.</li> <li>● Ashley Neves said she can reach out to Brian (Lifetouch Sales Rep) for more information, and Sandra Ludwig said her husband Jeremey might be able to take on this project, depending on timelines and his work commitments.</li> <li>● Timelines were discussed; last year, St. Brigid handed out yearbooks in the Fall, which requires a deadline of approximately early July; printing costs are less in the summer and the entire school year can be captured in photos; when yearbooks are handed out at the end of June, although it is nice to have them at this time, the submission deadline is in April and photos from May and June are not captured in the yearbook.</li> <li>● Sarah Andrade said if Jeremey Ludwig says no, she could be the back-up with Ashley Neves.</li> </ul> | Cathy Kuntz        |
| 11       | <p><b>Shrove Tuesday Pancakes</b></p> <ul style="list-style-type: none"> <li>● Tuesday, March 5, 2019 is Shrove Tuesday and St. Brigid would like to provide s pancake snack for students again in the gym; last year, we had 8 griddles and 12 volunteers for 200 students; with 232 students this year, a few more griddles and volunteers would be helpful.</li> <li>● Gluten-free pancakes will be needed for some students.</li> <li>● As with tradition, following their Mount Mary Retreat, Gr. 8's help cook the pancakes, with adult supervision at each griddle.</li> <li>● Students bring their own plate/drink, and based on previous experience, we need to determine a more efficient way for washing dishes.</li> <li>● Nicola Gawaziuk said she may have a contact for a quick clean of plates basin-type container that could be borrowed.</li> <li>● It was also discussed having a wash station for every class this year, which would require more washing basins.</li> <li>● Cathy Kuntz is wondering if 10 tables could be borrowed from Ayr Public School again, like we did for the Christmas Turkey Lunch so that everyone can be seated together; Goretti Seton has the</li> </ul>  | Cathy Kuntz        |

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|          | <p>contact at Ayr Public School; <u>Cathy Kuntz to follow up with her.</u></p> <ul style="list-style-type: none"> <li>● Shrove Tuesday pancakes will be advertised to parents via a parent letter, NewsWire and through Student Agendas, which will also include a request for volunteers and griddles.</li> <li>● Nicola Gawaziuk, Sandra Ludwig and Laura Druar volunteered to help the morning of Shrove Tuesday pancakes.</li> </ul>  |                    |
| 12       | <p><b>Student Safety/Student Transportation Initiatives</b></p> <ul style="list-style-type: none"> <li>● St. Brigid is looking for parent volunteers willing to work on a traffic/walking committee; the committee would discuss/problem-solve any traffic or walking concerns at the school; the meeting schedule would be determined by committee members; if you are interested, please email Cathy Kuntz; <u>invite will also be shared to parents via NewsWire.</u></li> <li>● St. Brigid is promoting a Winter Walk Day on February 6, 2019; a route map has been shared with families; our SRO (Cst. Geoff Fearon) will be accompanying students along the route.</li> <li>● Classrooms will be gathering information again for a Bike/Walk/Roll survey, which provides information about how students arrive to school; data is collected for 5 consecutive days; St. Brigid did the survey last year, so we will be able to compare our data and/or compare to schools in the area who have also completed the survey.</li> <li>● 'Drive to 5' Campaign is still an issue due to our municipality not allowing for signage; an option exists to have signs placed on residential properties if residents, especially parents of children at St. Brigid, are open to having a sign on their lawn that Student Transportation Services would provide; stay tuned for a map with walking webs and locations that are a 5-minute bike and 5 minute walk to school.</li> <li>● St. Brigid would like to consider implementing the Trail Blazers program in the Fall 2019 pending interest; student training occurs in September.</li> <li>● Tasha Godfrey raised a concern about students being dismissed from the back of the school and then having to walk up to the front of the school to reach the buses; Cathy Kuntz said there is a school rule that no student foot traffic is allowed out of the front of the building; concern about OWL daycare traffic at dismissal time was also expressed; it was also asked if school bus drivers could have a daily attendance sheet so that they knew which bus students to expect at the end of each day, which although helpful for drivers, may be a logistical challenge to manage on a daily basis.</li> </ul> | Cathy Kuntz        |
| 13       | <p><b>Establishment of Next School Council Meeting</b></p> <ul style="list-style-type: none"> <li>● The next School Council Meeting will be held on Tuesday, April 2, 2019 @ 6:00 pm.</li> </ul>  | Cathy Kuntz        |

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| 14       | <b>Closing Prayer</b> <ul style="list-style-type: none"> <li>● Theresa St. Peter closed the meeting with a prayer.</li> </ul>  | Theresa St. Peter  |
| 15       | <b>Proposed Agenda Items for April School Council Meeting</b> <ul style="list-style-type: none"> <li>● PRO Grant - Carousel of Family Learning - final details.</li> <li>● Muffins for Moms/Donuts for Dads - update.</li> <li>● Pillers BBQ Prize - update.</li> <li>● Kindergarten Gated Area - update</li> <li>● Establishment of Final School Council Meeting Date.</li> </ul> |                    |